

2013 SEP -6 PM 2:46

U.S. House of Representatives
Committee on EthicsOFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must **complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Randy Hultgren
2. a. Name of accompanying relative: Christy Hultgren or None ☐
b. Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: 8/21/13 Return: 8/25/13
b. Dates at personal expense: _____ or None ☒
4. Departure city: Chicago Destination: Guatemala Return city: Chicago
5. Sponsor(s) (who paid for the trip): Fellowship Foudation
6. Describe meetings and events attended (attach additional pages if necessary):
keynote speaker at inaugural Guatemalan Prayer Breakfast (Full Itinerary is enclosed)
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the Member or officer; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:

DATE: 09/05/2013

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): International Foundation
2. Travel Destination(s): Guatemala City, Guatemala and Antigua, Guatemala
3. Date of Departure: 08/21/2013 Date of Return: 08/25/2013
4. Name(s) of Traveler(s): Randy Hultgren and Christy Hultgren
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	713.40	790.43	171.00	
Accompanying Relative	713.40		171.00	

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Dabbs Cavin

Name: Dabbs Cavin Title: President of the Board

Organization: International Foundation

I am an officer of the above-named organization (signify statement is true by checking box): ☐

Address: 6720-B Rockledge Drive, Suite 750
Bethesda, MD 20817

Telephone number: 501-399-8843

Email Address: dcavin@mountaire.com

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

1. Name of Traveler: Randall M. Hultgren
2. Sponsor(s) (who will be paying for the trip): Fellowship Foundation
3. Travel destination(s): Guatemala City, Guatemala
4. a. Date of departure 8/21/13 Date of return: 8/25/13
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☒ Yes ☐ No
b. If yes:
(1) Name of accompanying relative: Christy Hultgren
(2) Relationship to traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☒ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
He would be a speaker at the inaugural Guatemalan Prayer Breakfast
as part of the National Prayer Breakfast.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: _____

Signature of Employing Member

**U.S. House of Representatives
Committee on Ethics**

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Fellowship foundation (d.b.a international foundation)
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attachment
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☒ Yes ☐ No
6. Date of departure: August 21, 2013 Date of return: August 24, 2013
7. a. City of departure: Chicago, Illinois (Chicago O'Hare)
b. Destination(s): Guatemala City, Guatemala
c. City of return: Chicago, Illinois (Chicago O'Hare)
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
- b. N/A – trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
- See attachment
- _____
- _____
- _____
- _____
13. Answer parts a and b. Answer part c if necessary.
- a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☒ Other ☐ (Specify: _____)
- b. Class of travel: Coach ☒ Business ☒ First ☐ Charter ☐ Other ☐ (Specify: _____)
- c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
- _____
- _____
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☒ or
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☐
- If "b" is checked:
- 1) Detail the cost per day of meals (approximate cost may be provided): _____
- _____
- 2) Provide reason for selecting the location of the event or trip: _____
- _____
- _____
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Vista Real Guatemala City: Guatemala City Cost per night: 134.10
- Reason(s) for selecting: Close to Prayer Breakfast conference
- Hotel name: _____ City: _____ Cost per night: _____
- Reason(s) for selecting: _____
- Hotel name: _____ City: _____ Cost per night: _____
- Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	800	600	400
For each accompanying relative	800	600	400

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	100	Taxi
For each accompanying relative	100	Taxi

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: W. Dabbs Cain

Name: Dabbs Cavin

Title: President of the International Foundation Board

Organization: International Foundation

Address: 6720-B Rockledge Drive, suite 750, Bethesda, MD 20817

Telephone number: 501-680-5911

Email address: Dcavin@ffbh.com

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

4. Congressman Randy Hultgren is traveling to Guatemala City, Guatemala to be a keynote speaker at the inaugural Guatemalan Prayer Breakfast. This event is modeled after the National Prayer Breakfast, where the Guatemalan hosts have been participants for the last two years. Mr. Hultgren has been very active in the National Prayer Breakfast since he has been a member of Congress.

12. The Fellowship Foundation (d.b.a International Foundation) assists and serves the House and Senate Prayer Groups in organizing the National Prayer Breakfast each year. The National Prayer Breakfast annually brings together over 3000 people from countries around the world. As a result, many countries begin to plan and hosts their own Prayer Breakfast events and groups. The Fellowship Foundation is assisting the Guatemalan Prayer Breakfast hosts to provide organizational and relational support for their inaugural event. Congressman's Hultgren experience and participation in the National Prayer Breakfast makes him an exceptional speaker for the event. He will also participate in meetings with Guatemala government officials. The purpose of these meetings is to broaden and deepen relationships and the impact of the Prayer Groups in their respective countries.

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

Charles W. Dent, Pennsylvania
Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico
Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

August 14, 2013

The Honorable Randall Hultgren
U.S. House of Representatives
332 Cannon House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Guatemala, scheduled for August 21 to 25, 2013, sponsored by the Fellowship Foundation.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$350 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement.

Because the trip may involve meetings with foreign government representatives, we note that House Members may accept, under the Foreign Gifts and Decorations Act, gifts "of minimal value [currently \$350] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of \$350 received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway
Chairman

Linda T. Sánchez
Ranking Member

KMC/LTS:re

Wednesday August 21, 2103

11:00AM – 7:00PM Travel from Chicago to Guatemala City

7:00PM – 8:00PM Clear Customs and travel to Hotel

8:00PM – 10:00PM Dinner with team and Guatemala Prospera

Thursday, August22, 2013

7:00am to 10:30am National Prayer Breakfast Guatemala

11:00am to 12:30pm Meeting with dignitaries who attended the breakfast

Erick Archila Minister of Energy

Gabriel Medrano President of the Supreme Court

Eduardo Liu Vice President, Banco de los Trabajadores

Rolando Archila Owner of Media Corporation in Guatemala

Rodrigo Arenas President of Youth Movement

3:00pm to 5:00pm Visit with Arnold A. Chacon □ U.S. Ambassador to Guatemala.

7:00pm to 10:00pm Reception with members of G8 Group
(Guatemala's 8 Billionaires)

Friday, August 23, 2013

8:00am to 10:30am Breakfast with President of Congress

Jorge Muadi President of Congress

Antonio Ralda Member of Congress

Juan Jose Castillo Member of Congress

11:30am to 3:00pm travel to Antigua for additional meetings

3:00pm to 6:00pm Meet with members of Guatemala Prosper Board
(organizers of the event)

Manuel Espina

Walter Martines partner of Delloite account firm

Carlos Sandoval CEO of a private hospital

Mario Búcaro President of Guatemala Prosper

Willy Gómez Dean of the University of San Pablo

7:00pm to 9:00pm Dinner with USA delegation and Guatemala
Prosper Board to recap breakfast

Congressman Randy Hultgren (R) Illinois
Christy Hultgren

Congressman Robert Aderholt: (R) Alabama

David Beasley: Governor South Carolina 1995-1999

Scott Myers

Robert Mayes

Tim Burchfield

Greg Thompson

Mary Belle Thompson

Andrew Thompson

Saturday August 24, 2013

10:00am – 3:00pm return to Guatemala City

4:00pm – 6:00pm recap of breakfast with US team.